



**State of Arizona
Department of Education**

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Superintendent of
Public Instruction

TO: Alternate Assessment Test Coordinators

FROM: **Audra Ahumada**, Director of Alternate Assessment

DATE: April 27, 2015

**ALERT: Final weeks to complete NCSC testing, NCSC Writing Tip Sheet,
Shredding Secure Materials**

NCSC Test Window closes May 15

We are on the final stretch, three weeks left in the testing window. TCs please monitor your TAs to ensure the online training has been completed, and students have been administered all tests (ELA and Mathematics). **TAs must submit a student's test in order for student's tests to be scored.** Once a test is submitted the testing process is complete. There is not a Final Verification Process. **There will also be no extensions to complete testing past May 15.**

If you have students that will not complete testing by May 15, these students' tests will remain "Not Started" and/or "In-Progress"- **do not close these tests!** You will receive an additional update email with specific instructions regarding these students and how to notify the Alternate Assessment Unit.

Writing Tip Sheet

REMINDER: There have been many questions and concerns regarding the writing section of the NCSC Alternate Assessment. NCSC added language to the screens to clarify the options for TAs when pausing/resuming; saving/exiting; and submitting. Forward the attached Tip Sheet to your TAs with additional guidance and support for the writing section.

****It's important that a student response, or some note regarding an attempted response, is entered into the text box to be picked up by the NCSC system.**

If a TA has already submitted a student's writing test, there is no way to return to or reopen the test. Please instruct all TAs that were not successful in uploading student evidence to maintain the student's hard copy in a secure file. These may be audited or needed at a later time.

Many of the writing tests have already been submitted. Unfortunately, once a test has been submitted it cannot be reopened, this clarification applies to testing from April 24, 2015.

Shredding Secure Test Materials

NCSC Test materials must be securely shredded or deleted at the school or district level. TCs are responsible for ensuring the test materials have been securely shredded. This includes deleting and emptying the recycle bin for any NCSC test materials that were downloaded (i.e., DTAs, printed versions of student's test and constructed response items) to a desktop or other location. See pages 16 and 26 of TAM.

If you have any questions, please contact the Alternate Assessment Unit at 602-542-8239.